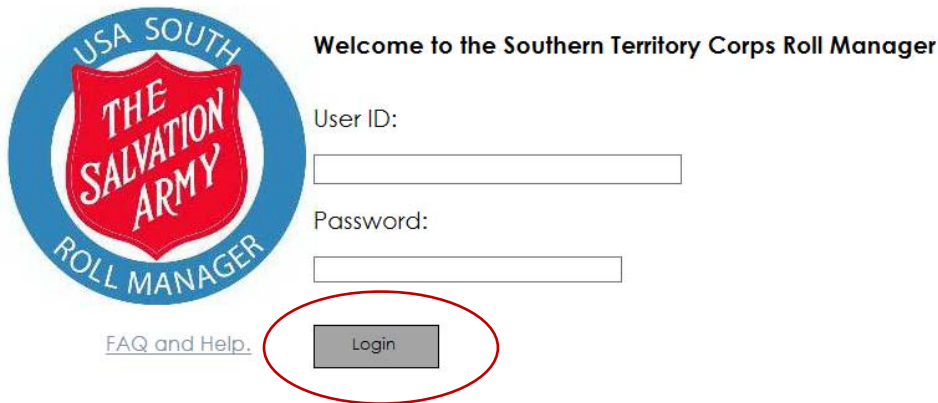


STEP BY STEP INSTRUCTIONS FOR SA ROLL MANAGER (TRANSFERRING A RECRUIT TO THE SENIOR SOLDIER'S ROLL)

ACCESSING THE SA ROLL MANAGER SYSTEM

1. Open your internet browser and go to the following site:

www.sarollmanager.org



Welcome to the Southern Territory Corps Roll Manager

User ID:

Password:

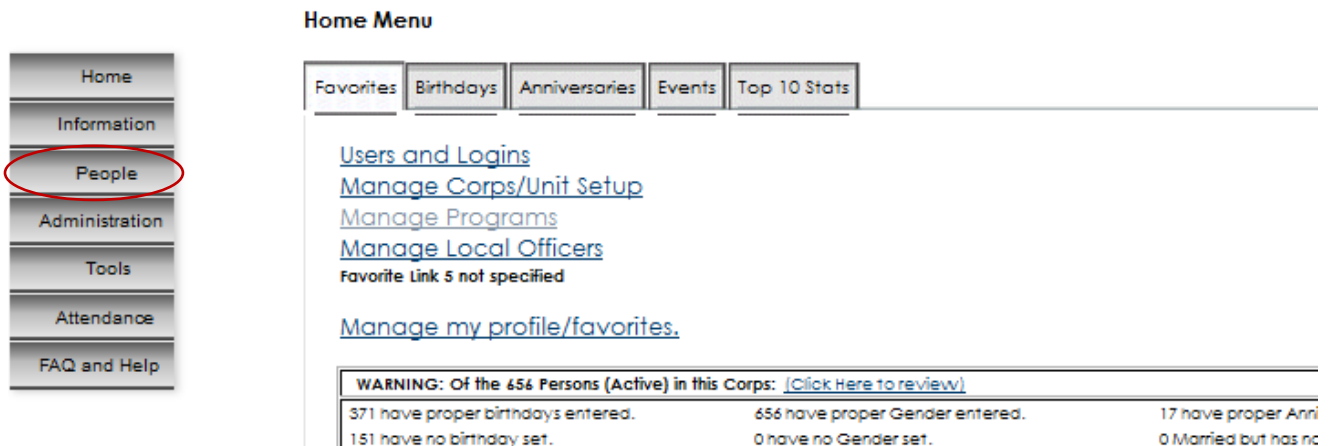
[FAQ and Help.](#)

2. Type your unique user ID and password provided by your Divisional Statistician and click **“Login”**.

RECRUITS TRANSFERRING TO THE SENIOR SOLDIERS ROLL

HOW TO TRANSFER A PERSON FROM THE RECRUIT'S ROLL TO THE SENIOR SOLDIER'S ROLL

1. Click **“People”**



Home Menu

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[Favorites](#) [Birthdays](#) [Anniversaries](#) [Events](#) [Top 10 Stats](#)

[Users and Logins](#)
[Manage Corps/Unit Setup](#)
[Manage Programs](#)
[Manage Local Officers](#)
Favorite Link 5 not specified
[Manage my profile/favorites.](#)

WARNING: Of the 656 Persons (Active) in this Corps: [Click Here to review](#)

371 have proper birthdays entered.	656 have proper Gender entered.	17 have proper Anni
151 have no birthday set.	0 have no Gender set.	0 Married but has nc

2. Enter 1 or more letters of the person's last name and click "Search"

People Menu

Program: Sort by:

Last: First:

(Enter part of the last, first, and/or select a Program and click on Search)

LAST	FIRST	GENDER	DOB	AGE
_Frost	Jack	Male	02/02/1998	17
1Bellerd	Ulle	Female	4/26/1947	68
1Boone	Yvonne	Male	6/29/1960	55
1Cesh	Serina	Female	4/15/1947	68
1Chendler	Jana	Female	7/6/1990	25
1Chese	Hayden	Female	9/6/1958	57
1Colon	Lenora	Female	1/7/2001	14

3. Click on the person's last name to access the record

People Menu

Program: Sort by:

Last: First:

(Enter part of the last, first, and/or select a Program and click on Search)

LAST	FIRST	GENDER	DOB	AGE
_Wallace	Jesus	Male		Unknown
_Wallace	Lord	Male	01/21/1997	18

4. Click "Memberships"

Person Details: Wallace, Lord

Personal	Contact Info	Memberships	Family	Other
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Last Name: *(No quotes, use underscore_)
Wallace

First Name: *(No quotes, use underscore_)
Lord

Title: The Great one

Status*: Active

Privacy Option*: Public

Head of Household*: Yes

DOB: (18) 01/21/1997 (MM/DD/YYYY)

Gender*: Male

Marital Status:

Date:

First Contact TSA: None selected

Grade in School:(Some Program membership): None

Comment:

Note: * = Required Field

Print Save Return

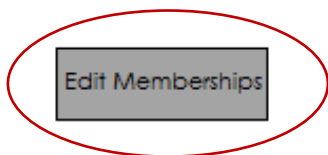
5. Click "Edit Membership"

Person Details: Wallace, Lord

Personal	Contact Info	Memberships	Family	Other
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Program
Recruits

Enroll
10/8/2013



6. Next to their Recruit's membership click **"Transfer"** under the Change column

Mo-ped Club	Not a Member		Make Active
Non-Commissioned Leaders	Not a Member		Make Active
Praise Band/String Band	Not a Member		Make Active
Must be: Senior Soldier	Not a Member		Make Active
Quilting class	Not a Member		Make Active
Recruits	Active	10/8/2013	Make Pend-Remove Transfer
Rocket Club	Not a Member		Make Active (R) Click to Update this Person Member
Scrapbooking	Not a Member		Make Active (R) DHQ Approval)
Senior Brass Band	Not a Member		Make Active
Must be: Senior Soldier	Not a Member		Make Active (R)
Senior Soldier	Not a Member		Make Active
Senior Timbrels	Not a Member		Make Active
Must be: Senior Soldier	Not a Member		Make Active
Singing Company	Not a Member		Make Active

7. Next to Transfer to Senior Soldier select **"Click to Transfer"**

Transfer Options.

Current Membership:

Person:

Enroll Date*

Recruits

Wallace, Lord

9/16/2015

Transfer to Church Service

[Click to Transfer](#)

Transfer to Adherents

[Click to Transfer](#)

Transfer to Recruits

Not Allowed by Rule.

Transfer to Junior Soldier

Not Allowed by Rule.

Transfer to Senior Soldier

[Click to Transfer](#)

Note: * = Required Field. Update the Enroll date and Transfer to the new Program.

[Return](#)

8. The screen will return to the membership listing. Scroll down and click **"Senior Soldier"** to update the enrollment date.

Rocket Club	Not a Member	Make Active (R)
Scrapbooking	Not a Member	Make Active (R) (Pending DHQ Approval)
Senior Brass Band Must be: Senior Soldier	Not a Member	Make Active
Senior Soldier	Active	9/16/2015 Make Pend-Remove Transfer
Senior Tim Click to view this Program record Must be: Senior Soldier	Not a Member	Make Active
Singing Company	Not a Member	Make Active
Songsters Must be: Senior Soldier	Not a Member	Make Active

9. Update the enrollment date with 2 digits for the month, 2 digits for the day and 4 digits for the year, click **“Save”** and then click **“Home”** to return to the Main Menu.

Program Info for: 66155 Wallace, Lord

Home

Information

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FAQ and Help

Program Name: **Senior Soldier**

Program Desc.: All Senior Soldiers

Sponsor Name:

Member Status: **Active**

Date Added: 9/16/2015 12:00 AM Updated by: OfficerD

Program Mem Notes:
(No quotes, use underscore_)

Senior Soldier Info

Program attendance is: Satisfactory Active

Date Of Birth: 01/21/1997 (MM/DD/YYYY) (18)

Enroll Date: 09/13/2015 (MM/DD/YYYY)

Uniform:

Cartridge:

UnSatisfactory Reason:

Save

Next